

# ARIZONA DEPARTMENT OF TRANSPORTATION

Human Resource Development Center

1130 North 22<sup>nd</sup> Avenue, Phoenix, AZ 85009

602-712-7613 - FAX 602-256-7648 - E-Mail: HRDC TRAINING - MD-069R

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HRDC REQUIRES THREE (3) WORKING DAYS FOR CANCELLATION ON ALL ROOM RESERVATIONS. There is a \$25.00 charge for no shows and late cancellations. For catering information call 602-712-7613

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EVENT DATE: \_\_\_\_\_ EVENT HOURS: \_\_\_\_\_

EVENT NAME: \_\_\_\_\_

ROOM ASSIGNMENT: \_\_\_\_\_ NUMBER OF PEOPLE ATTENDING: \_\_\_\_\_

ROOM SET-UP: (See attached seating designs)

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**NOTE: HRDC does not supply copy services, coffee, cups, napkins, etc.**

## AUDIOVISUAL & EQUIPMENT NEEDS:

*No charge to ADOT for rooms or equipment*

|  |                      |          |
|--|----------------------|----------|
| _____ Flip Chart(s) with markers @               | \$15.00 each per day | \$ _____ |
| _____ Hearing impaired amplifier                 |                      |          |
| _____ Hand-held Mic @                            | \$25.00 per day      | \$ _____ |
| _____ Wireless Lavalier Mic @                    | \$50.00 per day      | \$ _____ |
| _____ Overhead Projector @                       | \$20.00 per day      | \$ _____ |
| _____ Screen @                                   | \$25.00 per day      | \$ _____ |
| _____ Slide Projector with remote @              | \$20.00 per day      | \$ _____ |
| _____ Video Projector/In-Focus @                 | \$75.00 per day      | \$ _____ |
| _____ DVD/VHS Video Playback 25" @               | \$20.00 per day      | \$ _____ |
| _____ Room(s) Rental @                           | \$125.00 per day     | \$ _____ |
| (Room set-up, tables & chairs)                   |                      |          |
| _____ Large Coffee Maker – <b>No Coffee</b> -- @ | \$20.00 per day      | \$ _____ |
| _____ Small Coffee Maker – <b>No Coffee</b> -- @ | \$10.00 per day      | \$ _____ |
| _____ Podium                                     |                      |          |

**TOTAL** \$ \_\_\_\_\_ \*

Bill to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact 1: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax #: \_\_\_\_\_

Contact 2: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax #: \_\_\_\_\_

Responsible Party Signature : \_\_\_\_\_ Date: \_\_\_\_\_

\*(By signing or typing your name in the above line you are agreeing to all charges outlined above.)

HRDC Representative Signature: \_\_\_\_\_

Return by E-mail or Fax to HRDC



**THIS IS YOUR CONFIRMATION FOR THE DATE LISTED ABOVE.**

# Grand Canyon Meeting Rooms - Seating Designs

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When using only one of the Grand Canyon Rooms, the designs are set up facing the west wall toward the white boards unless otherwise stated.

